

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000047-OPPD
2. ISSUANCE DATE:	June 14, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	June 27, 2017
4. POSITION TITLE:	Program Analyst (Budget)
5. MARKET VALUE:	GS-12 (\$62,722 - \$81,541) In addition 35% post differential and 35% danger pay is currently authorized at this location.
6. PERIOD OF PERFORMANCE:	13 months with an option for renewal
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. SECURITY LEVEL REQUIRED:	Moderate Risk Public Trust

9. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract**

The Program Analyst (Budget) supports and advises the Office of Program and Project Development (OPPD) budget team by providing expert budget development and management guidance in support of the USAID strategy and program design and management process. The Program Analyst (Budget) assists on the programming and management of USAID/Afghanistan's annual budget.

The position requires a broad knowledge of administrative and managerial techniques, and awareness of and ability to maintain collaborative relations with specialists of various disciplines. Advance planning and preparation are key, as well as ability to respond to new requirements on extremely short notice.

2) Statement of Duties to be Performed

The Program Analyst (Budget) supports the OPPD budget team, and provides expert budget development and management guidance in support of USAID's strategy and program design and management process.

Budget Formulation, guidance and support:

The incumbent provides guidance and assists OPPD budget team in the development of current and out-year budgets; ensures that technical offices are engaged in program budget planning and development, and that the final budget reflects Mission strategies, Mission needs, and Front Office priorities.

Incumbent will provide guidance and assistance in the creation and application criteria for allocation of funds to programs and projects; assists with annual Operational Plan (OP) budget data entry and review; and ensures accuracy of budget data (i.e. Implementing Mechanism allocation and Key Issue attribution) in FOREIGN ASSISTANCE COORDINATION AND TRACKING SYSTEM (FACTS) Info. Support the budget team in

coordination and submission of the annual Operational Plan and Performance Plan and Report processes. Supports coordination of OPPD annual/biannual program portfolio reviews.

The incumbent works with OPPD budget team and the Financial Management Office to set standards for budget documents, spreadsheets, narratives and database management to organize and oversee the development and use of budget tools and practices. Position further assists in the drafting of congressional notifications, development and editing of obligation documents, action memos, waivers and other documents needed for budget decisions.

The incumbent coordinates the preparation and approval of a wide range of budget and project design/implementation documents, which include: action memo clearance packages, waivers, annual operational plans and performance reports, quarterly accrual exercises, requisition actions, audit tracking, special request reports, and other project administrative requirements.

The incumbent provides expert financial advice, analysis and recommendations on financial feasibility of activities, and provides alternatives when appropriate; assists technical and subordinate staff in complying with relevant USAID and U.S. government financial, budget, and procurement requirements; provides formal and informal training to staff in area of budget analysis and management.

The incumbent supports technical staff with project design, modifications and close-out; coordinates requesting actions for new actions and amendments to existing awards.

The incumbent will be responsible for organizing and overseeing development and use of budget tools and practices.

The incumbent advises on and assists in the development of current and out-year budgets, ensures the mission management team is engaged in the process, and that final budgets reflect Mission needs as well as Front Office priorities; informs the application of the current year Operational Plan budget to technical programs and projects; assists in the creation and application criteria for the allocation of funds to programs and projects; drafts budget justification documents (reclamas, impact of budget changes on programs, etc.) and develops the annual calendar of budget actions that will ensure effective budgetary management.

Funds Use and Tracking:

The incumbent reviews budget tables for accuracy and content, analyzes information and issues and supports the budget team in the oversight application of budget rules and policy, and ensures compliance and tracking of earmarks and Congressional priorities; provides technical guidance and assists the OPPD budget team in organizing and coordinating formal reviews of pipeline and budget; develops and/or edits obligation documents, action memos, waivers and other documents needed for budget decisions and drafts or edits Congressional Notifications.

The incumbent must be able to use judgment and creativity in interpreting and adapting guidelines and, in many instances, must establish criteria and propose new programs for resolving unyielding problems. Ability to complete assigned tasks, and respond to new requirements on extremely short notice is needed.

The incumbent must have expert knowledge of the concepts, principles, and practices related to the U.S. Government (USG) Foreign Assistance budget cycle, systems and financial management; experience in developing obligation documents, action memos, waivers and other documents needed for budget decisions; the ability to analyze budget operations, assess

and evaluate operational effectiveness, identify and recommend solutions, and improve methods of implementation.

Other OPPD Office support:

The incumbent will be required to be a member of the Strategy and Project Design teams and must be able to guide such teams in the preparation of the resource allocation sections of Strategy and Design documents such as the Country Development and Cooperation Strategy (CDCS), Project Appraisal Documents (PADs) and Activity design documents; advising on key components of these documents such as the, indicators and targets; performance management plans and project monitoring; development of project budgets and obligation plans; procurement and implementation planning; and USG and USAID legal/policy/regulatory requirements as they relate to budget/resource allocations.

The incumbent will develop sections of “influence plans” as part of project designs to leverage the resources and actions of other development actors including the private sector.

The incumbent develops language for funding agreements between USAID and other development entities and stakeholders as necessary.

The incumbent will support the establishment and implementation of annual plans for performing financial management reviews of the Mission's implementing partners, lead efforts aimed at building the capacity of local Non-Governmental Organizations (NGOs), and will assist USAID/Afghanistan technical offices and partners in implementing appropriate corrective actions to strengthen internal financial, administrative and management control.

The incumbent could serve as Agreement/Contracting Officers Representative (A/COR) for multiple awards as necessary and will be responsible for the day-to-day management and administration of those programs. The incumbent will work with implementing partners to establish a monitoring system to measure the effectiveness of USG assistance in accordance to Mission reporting guidelines, review and approve annual work plans and annual resource requirements, and work closely with the USAID/Washington team and implementing partners to provide technical direction as needed.

Where possible, the incumbent will conduct regular site visits or implement other USAID/Afghanistan multi-tiered monitoring approaches to monitor program implementation and obtain beneficiary and other stakeholder feedback. Based on the information collected, incumbent will communicate findings and make recommendations to USAID/Afghanistan and implementing partners as appropriate.

The incumbent will ensure that partners are in compliance with all pertinent USAID regulations and procedures. The incumbent apply specific in-depth knowledge of applicable USG laws, legislative directives and regulations regarding the allowable use of Development Assistance funds. The Development Program Specialist (Budget) also serves as a coordinator of the Development Grants Program.

Mentoring/Coaching

The incumbent will perform as a Mentor and Coach for his/her local Afghan Foreign Service National (FSN) colleagues, sharing knowledge and empowering them to expand their abilities and assume additional and more complex duties.

3) USAID Consultation or Orientation (if applicable)

The selected applicant shall proceed to the Washington DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT/FAM is mandatory training for Afghanistan.

4) Supervisory Relationship

The incumbent works under the direct supervision of the OPPD Deputy Director (or designated Foreign Service Officer (FSO) Program and Operations Lead).

5) Supervisory Controls

The incumbent works daily in close coordination and provides mentorship to over 11 FSN budget specialists – up to 4 in OPPD and another seven FSN program budget assistants and specialists embedded in the different USAID/Afghanistan technical offices. Furthermore, the incumbent provides regular guidance to 60 Mission A/CORs, and Program and Activity Managers, and 108 implementing partners plus Government officials on budgeting compliance regulations and levels, based on current active awards in the Mission. In addition, the incumbent will spend time overseeing the work of several simultaneous TCN TDY and institutional contractors.

10. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

11. POINT OF CONTACT:

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000047-OPPD Program Analyst (Budget)** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. Education:** A Bachelor's degree in accounting, finance, public finance, business administration, economics, project management or development is required. (Educational requirement must be met at the time of application for the subject position).
- b. Work Experience:** At least seven (7) years' experience in developing, managing and evaluating development programs including strategic planning and performance-based management, budgeting, project design and feasibility. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS:

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a Third Country National Personnel Service Contractor (TCNPSC). "Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses. ⁱ
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk/Public Trust employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

2. EVALUATION FACTORS:

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 - 1000 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Explain in detail the outcome of a mentoring relationship you had in which you served as a mentor to a budget specialist or specialists.

FACTOR #2:

Describe any experience you have had and your role in it helping your organization save funds and or draw down on a huge pipeline of unspent funds.

FACTOR #3:

Outline the methods you used, or would use, to enable positive change in the workplace when you did not have the designated leadership authority to do so.

3. BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1	15 points
Factor #2	15 points
Factor #3	15 points

Interview Performance: 55 points

Interview questions will revolve around the candidate's propensity to:

- Reveal mastery of budget and finance management- planning and execution of budgets
- Communicate fluently in English showing the ability to clearly explain budget items to non-budget and finance staff
- Reveal ability to pay attention to detail while being patient enough to be able to teach others the intricacies of budget planning, formulation, monitoring, and implementation.

- High emotional intelligence as shown in an ability to work effectively and without causing “drama” in a multi-cultural, multi-disciplinary environment
- Show involvement in strategy, project, and activity design and other areas of the program cycle.

Satisfactory Professional Reference Checks: Pass/Fail (no points assigned).

Total Possible Points: 100

IV. **APPLYING**

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc;
2. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor;
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
5. Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide education documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

The Agency retains the full right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (Applicable to employees meeting eligibility requirements)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract. Additionally, AIDAR Appendixes D applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Only short listed candidates will be contacted.

ⁱ ADS 309.3.3 a

“United States Personal Service Contractors takes hiring preference over Third Country National Personal Service Contractors.” USAID/Afghanistan staffing limitations require this solicitation to be open to Third Country Nationals only.